

Loss Control Newsletter

Kansas Automobile Dealers Workers' Compensation Fund

This newsletter is distributed to you by the Kansas Automobile Dealers Workers' Compensation Fund (KADWCF) to increase the awareness of and stress the importance of safe work practices.

Good Housekeeping Clean, Orderly and Safe Work Areas

A clean, neat and orderly workplace not only contributes to the health and safety of employees, but can also improve morale and contribute to the overall success of the dealership. Keeping the work area clean is often a full time and frustrating task and it usually doesn't stay clean for very long. Nevertheless, good housekeeping practices are critical to a safe work environment and requires basic common sense and attention to detail.



Clean and Safe

The root cause of many accidents and injuries is often poor housekeeping.

- The #1 culprit is floors. Prompt cleanup of spills, to prevent slipping accidents, is a must. Typical floor related injuries include slip and trips, struck by something, and striking against an object. To control these hazards, frequently sweep up dust debris, metal fragments and the like.
- Sticky or greasy areas on floors are also culprits, but don't overlook such spots on stairs and ladder rails.
- Poor lighting, especially over stairwells, and whether from installed fixtures or from natural sunlight, is also poor housekeeping. Clean windows and light fixtures make for valuable improvements in visibility.
- Challenge your staff to come up with other ways to contribute to a cleaner and safer workplace.

Clutter Control

Clutter is not only unattractive but in a work area it can be a serious threat to safety. A pile of oily rags left anywhere but in a proper and closed container could ignite — if the resulting fire is not noticed and immediately extinguished, devastating damage could result.

Established exit routes and doorways that are blocked by parts, discarded pieces of machinery, or general debris increase the danger to workers. For this reason, and to prevent slips and trips, assorted debris—paper, wood scraps, old parts, etc.—should be disposed of promptly in appropriate waste containers. Aisles should always be kept clear of obstructions for obvious reasons.

Individual workstations also need to be kept neat and cleared of everything not involved in the immediate project. Tidy workstations will help prevent heavy tools or materials from dropping off a workbench onto the operator's foot. Time savings is a bonus: every minute spent rummaging to find a needed item is a minute of productive work lost. Employee productivity and morale is often lower for those individuals who operate in a messy or disorderly environment.

**SAFETY
FIRST**
A CLEAN PLACE
— IS A —
SAFE PLACE

If you have any questions regarding this newsletter or for additional loss control information, please contact Mark Valentine at 816-698-4611 or via email at mark.valentine@aon.com.



Good Housekeeping Continued...

Order! Order!

Clean floors and work surfaces alone do not add up to complete good housekeeping. If, for example, workers "tidy up" their stations by sweeping a jumble of tools, materials, and unfinished product into bins that fit neatly under their benches, the result may be a neat appearance, but it is certainly not orderly—or safe.

Similarly, storage rooms and cabinets may look neat with their doors closed, but inside could be a major safety hazard if materials are not stored properly. This includes separating substances subject to dangerous interactions and arranging the materials in such a way as to prevent their falling off shelves and breaking, creating a tripping hazard, or injuring a worker.

You've no doubt heard the phrase, "a place for everything and everything in its place." This is an excellent guide, provided the "place" is the proper and safe one. It's not the easiest prescription to follow and it demands continual effort from everyone. Putting things in their proper places is a good habit: not at the end of the shift, but as soon as those "things" are no longer needed or not in use.

Good housekeeping habits must become virtually automatic, which first requires example-setting, and secondly instruction, emphasis, and reinforcement. Once good housekeeping becomes second nature, time savings, productivity boosts and accident prevention follows.

Further Advantages

Good housekeeping should be a part of the dealership's culture. A clean and orderly working environment will keep employees more focused and more productive, and save the dealership time and money by reducing work related injuries.

A further advantage of a clean, neat, and orderly workplace is the impact it has on visitors and customers, including potential customers. This is further enhanced when family members and other visitors comment favorably on the company being "a nice place to work."

If the condition of a dealership's exterior and interior can create an image of company pride and efficiency, it can contribute to increased business. There is much to lose and much to gain. **Get on board with Good Housekeeping.**



Reporting a claim to Gallagher Bassett (GB)

Fund Account Number: 004352

Internet: www.risxfacs.com

Telephone: 1-800-779-6142

Fax: 1-800-748-6159

Email: tnwclaims@tnwinc.com

Dedicated Adjuster:

Josie Landes – Senior Adjuster
Phone: 816-216-5516
Josephine_Landes@gbtpa.com

Claim related medical bills should be mailed to:

Gallagher Bassett Central Bill
Processing Center
P.O. Box 23812
Tucson, AZ 85734

Any other claim related information should be mailed to your adjuster at:

Gallagher Bassett
1300 E. 104th Street, Suite 200
Kansas City, MO 64131

or Fax to: 816-942-0695

**You can also email the information
directly to the adjuster. The
preferred method to report claims is
via the internet.**
